

Studio Policy for the 2009-2010 Academic Year

General:

- This studio policy is in effect from August 24, 2009 through August 22, 2010.
- Students are expected to practice and may be dropped from the studio if adequate practice time is not consistently maintained.
- To ensure adequate preparation and consistency: Students are generally not allowed to take piano lessons from another teacher while studying with Mr. Carney. Additionally, participation in some performances (such as contests and festivals) must be approved by Mr. Carney. Other performances (such as talent shows and less formal appearances) do not need Mr. Carney's approval.
- Mr. Carney reserves the right to drop a student from his schedule at any time and for any reason. If the student had paid for lessons originally scheduled to take place after the date the student had been notified of the drop, those forthcoming lessons would be refunded (excludes makeups). Any lessons not taught before the date in which Mr. Carney notified the student of the drop (for any reason except if Mr. Carney had canceled the lesson), must still be paid for.
- You must always provide a way in which Mr. Carney can contact you. Usually this includes an E-mail address and a home phone number. A cell phone number (if available) is also desirable.

Tuition and Fees:

- The rates for the duration of this studio policy are: \$35 for each 45 minute lesson and \$45 for each 60 minute lesson.
- Each new student pays a one-time \$15 registration fee.
- Students must enroll and pay for weekly lessons on a continuing basis. You **MUST** pay for every lesson each month.
- Tuition is paid monthly, and the amount due each month is determined by how many lessons will be taught during the month.
- Monthly tuition is due at the first lesson of each month. If tuition is not paid in full at the time of the first lesson of the month, a \$15 late fee must be paid. If you miss the first lesson of any month, payment must be mailed and received before the second lesson of the month to avoid the \$15 late fee.
- If you decide to discontinue lessons, you must provide at least a **TWO WEEK WRITTEN NOTICE**. In this case, you are financially responsible for the two lessons after notification of your intent to drop.
- If a check bounces, there is a \$25 fee (\$10 bank fee plus \$15 late fee), and all future payments must be made in cash.
- Students are also required to purchase their own music and other miscellaneous items as needed. Copyright infringement is strictly prohibited. Additional fees apply to extra activities (such as contests and festivals).

Lesson Calendar:

- For the 2009-2010 academic year, lessons will **NOT** be offered on the following dates:
November 26 and 27; December 21, 2009 through January 3, 2010.
- **SUMMER LESSONS**. During the summer (11 weeks: June 7 – August 22), students must pay for a minimum of 8 lessons. Students may **NOT** pay for less than two lessons in June, three lessons in July, or three lessons in August. Summer lessons may be scheduled at a time different from the normal lesson. Mr. Carney reserves the right to block out two weeks during the summer for personal vacation. In that case, you would need to find time outside of those two weeks for lessons. Students not enrolled in summer lessons must drop out of the studio and be placed on a waiting list in order to continue in the fall.
- **MISSED LESSONS** will be made up at Mr. Carney's discretion. Your scheduled lesson time has been reserved for you, and that is the time you are obligated to use. Contacting Mr. Carney in advance is the best way to handle unavoidable, last-minute absences (illness, etc.), but even in the case of an emergency, **MAKEUP LESSONS ARE NOT GUARANTEED**.
- **RESCHEDULING LESSONS** may be possible in certain circumstances – though this option is not guaranteed. Rescheduling should be done at least one week in advance in order to find the best time. **RESCHEDULING WILL NOT BE DONE OFTEN**. If you cannot make your regular lesson time and cannot make one of the alternate lesson times Mr. Carney might offer, you still must pay for your lesson time since that time slot has been reserved for you.
- If Mr. Carney needs to reschedule a lesson, he will always provide you with as much notice as possible (sudden illness however makes advance notice more difficult). If an alternate lesson time cannot be agreed upon, you may skip that week's lesson. If the lesson had been paid for, you may request a refund or a credit to the next month's tuition.

By signing below you acknowledge that you have read and agreed to the above policies:

Signature: _____ date: _____